

Shipley's Choice Swim & Tennis Club, Inc.

Club Rules 2018

These Rules have been issued by the Shipley's Choice Swim & Tennis Club (Club)'s Board of Directors to assure the health, safety, and well being of Members, guests, and Club staff while on Club grounds. All persons using Club facilities and/or on Club grounds are held accountable for adherence to these requirements. In the case of a conflict, the Club's Articles of Incorporation and Bylaws have precedence over Club Rules.

SECTION 1 -ADMINISTRATIVE INFORMATION

1.1 Definitions

- a. *Club Officers:* The President, Vice President, Treasurer and Secretary of the Board of Directors as elected by provision of the Club Bylaws.
- b. *Club Facilities:* The Clubhouse, Pool Facility enclosure, Tennis Courts, and Club grounds.
- c. *Chairperson:* A person designated by the Club Board as responsible for the operation of a specific Club facility or activity, i.e., Clubhouse Chairperson, Pool Chairperson, Social Chairperson, Tennis Chairperson, Swim Team Liaison, etc.
- d. *Member:* Person(s) appearing on the Club Certificate of Membership (Bond). As mandated by the Club's Bylaws, these are the owner(s) of a Shipley's Choice residence, as recorded on the property's title. The Club also extends privileges to the Member's immediate family-in-residence at the home of record.
- e. *Guest:* Person(s) sponsored by Club Member(s) for admission to Club facilities. Must be 13 years old to sponsor guests; Member must remain at pool for the guests' visit.
- f. *Guardian:* Person designated responsible for a Member's child in the absence of a Member adult. Guardian must be 13 years or older.
- g. *Pool Management Company:* A company charged by the Board of Directors to manage the day-to-date operations of the Pool Facility, and provide county-licensed lifeguards and the management thereof.
- h. *Lifeguard Supervisor:* A person hired by the Pool Management Company that holds a County Operator's License, is present at the Pool Facility, and has been designated as the person in charge of the pool operation.

1.2 Calendar Dates

- a. *3rd Monday each Month:* Board Meeting at the Clubhouse, 7:00 PM. To address the Board, contact the Club Secretary prior to the scheduled meeting.
- b. *March 1:* Approximate date Club Dues Notice mailed.
- c. *April 1:* Last day dues can be post-marked to qualify for a \$50 early payment discount.
- d. *April 15:* The last day the Club will accept dues without loss of membership privileges to the infracting Bondholder(s).
- e. *Saturday, May 26:* Opening (Memorial) Day.
- f. *Sunday, September 9:* Closing Day.

1.3 Mailing Address:

Shipley's Choice Swim & Tennis Club,
P.O. Box 74, Millersville, MD 21108.

1.4 Phone Numbers

(410) 987-7517 General Information, Voice Mail, and Clubhouse and Pavilion Rentals
(410) 729-5439 Pool Facility Guard Office
(410) 987-1028 Clubhouse (Not for reservations)

1.5 Website: www.shipleypool.com

SECTION 2 -CLUB MANAGEMENT

2.1 Authority

- a. The Board of Directors is responsible for Club administration, the issuance and enforcement of Club rules, and other tasks as defined within the Bylaws. Chairpersons report to the Board and are responsible for day-to-day operations of a specific Club Facility or activity. Coaches, Lifeguards and Pool Manager assist Officers and Chairpersons and enforce Rules to maintain a safe environment.
- b. The Lifeguard Supervisor may remove from the Pool Facility any person who fails to follow Club Rules or practice safe conduct. More serious or repeat violations may result in individual Member suspension and/or Board remedy at the Bondholder level.

2.2 Admission to Club Facilities

- a. Admission to the Pool Facility is by ID presented at the main gate. Bondholders are required to acquire a club provided ID for all family members and season guests desiring entry.
- b. Children at least 12 years of age may be admitted without being accompanied by an Adult or Guardian.
- c. The Pool Facility is open 11am -9pm on Sundays through Thursdays, and 11am-10pm on Fridays and Saturdays. For the extra weekend of September 7-9, the hours will be 3pm-10pm on Friday, 11am-10pm on Saturday, and 11am-9pm on Sunday. These hours may be preempted by weather conditions, swim meets, Board-approved social events, or equipment failures. If the Pool Facility is closed after 6pm for any of the above, it may reopen at the discretion of the Board and/or the Pool Management Company.
- d. Admission to Club Tennis Courts is by entry key. One non-duplicable key is provided free upon request to each Bondholder. Replacement keys may be obtained from the Tennis Chairperson for \$25 each. The Tennis Courts are open from 7:00 AM - 11:00 PM. The Tennis Chairperson may be contacted directly at (410) 987-6259 or tennischr@shipleypool.com.
- e. Admission to the Clubhouse is by reserved rental only as arranged through the Clubhouse Chairperson.

2.3 Parking

- a. The Club provides parking for Members and their invited guests during Club hours and functions. Unauthorized use will result in vehicles being removed at owner expense.
- b. The Club grounds are handicap accessible. No parking is permitted in front of the double gate, in the bike lane or in front of the dumpster. Handicap areas require proper permit. Vehicles occupying these areas, those double-parked, or those preventing routine Club access/egress will be removed at owner expense.

Shipley's Choice Swim and Tennis Club Rules – 2018

- c. Bicycles are parked in the bike lane only. The Club assumes no responsibility for damage, theft, or loss.

SECTION 3 - MEMBERSHIP

3.1 Admission to the Club (Waiting List)

- a. Prospective Members may complete and submit a Club Admission (Waiting List) Request to the Club's Secretary for consideration. Forms may be downloaded from the Club's website or obtained from the Club Secretary. Alternatively, applicants may submit a signed, written request that includes their name, Shipley's Choice address, proof of residency, and phone number.
- b. Written confirmation of successfully processed candidates will be emailed (provided an email address is supplied by candidate) within three (3) weeks and their names will be placed on the Club's Waiting List in the order they are processed. Each February thereafter, applicants will receive written confirmation of their candidacy status and a request to continue their intent to remain on the list until admission. Failure to reply is grounds for removal from the Waiting List. The Waiting List is periodically updated and available for viewing on the Club's website or by request from the Club Secretary.
- c. Membership invitations are extended to candidates at the top of the Waiting List as Bonds become available. Membership is limited to assure unrestricted use of Club Facilities and compliance with County health and occupancy requirements.
- d. Membership is granted after candidates purchase the offered Bond and the Club Secretary receives updated Bondholder information. Soon thereafter, the Club Secretary will send a membership package containing their Bond, copies of Club Bylaws and Rules, and other Club materials.
- e. Candidates declining membership invitations are deleted from the Waiting List and invitations are extended to the next in line. Declining candidates or those who asked to be moved to the bottom of the list may reapply for membership at the discretion of the Board.

3.2 Bonds

- a. Bonds are purchased by Member Bondholders and issued as Certificates of Club Membership according to the Club's Articles of Incorporation and Bylaws.
- b. Member privileges are granted exclusively to Bondholder(s) of Record Up to 8 memberships are included with each Bond for the Bondholder(s) and their immediate family member permanent residents of the Shipley's Choice property associated with the Bond. Additional permanent residents in excess of 8 will incur an administrative fee of \$20 per person to be granted membership.
- c. Proof of residence will be required before completing membership registration for children ages 25 and over and additional family members residing with you.
- d. At no time are membership privileges extended to tenants or persons temporarily occupying the Bondholder(s) residence.
- e. Bonds issued after February 28, 1995 are non-transferable to other entities.

- f. Bonds issued prior to March 1, 1995 are transferable one (1) time to the home-purchasing party during home resale. New owners participating in such a transfer are issued non-transferable Bonds. Transfer of a qualifying Bond requires the original owner to complete a Bond Transfer Request and submit it to the Club's Secretary. Forms may be downloaded from the Club's website or obtained by contacting the Club Secretary. Those individuals without computer access may send a written (and signed) request and include their name, Shipley's Choice address and proof of resale, phone number, original bond document, and the new homeowner's name and phone number.
- g. Bonds are surrendered upon termination of Club membership. Membership surrender requires completing a Membership Termination Request and submitting it to the Club's Secretary. Request forms may be downloaded from the Club's website or obtained by contacting the Club Secretary. Those individuals without computer access may send written (and signed) correspondence and include their name, Shipley's Choice address, phone number, original bond document, and forwarding address and phone number, if applicable. Reimbursement for surrendered Bonds takes approximately six (6) weeks following receipt of the required materials.
- h. The Club maintains formal records for all active Bonds. Members are required to inform the Club of changes in name, address, or family-in-residence by completing a Change of Bondholder Record Request and submitting it to the Club Secretary. Forms may be downloaded from the Club's website or obtained by contacting the Club Secretary. For those individuals without computer access, they may send written (and signed) correspondence and include their name, Shipley's Choice address, phone number, and the change in their Bondholder record. Member privileges and/or admission to Club facilities may be denied for Members whose Club records are inaccurate.
- i. The Club reserves the right to terminate any membership for non-compliance. Bonds of terminated memberships may be, at the discretion of the Board of Directors, refunded at their original deposit amounts less any fees or penalties remaining unpaid by the owner.

3.3 Dues and Fees

- a. Club dues are \$500 per year, payable by April 15. Bondholders on Record will receive dues notices near March 1 of each year. Members whose dues are postmarked no later than April 1 may deduct \$50 from their dues as an early payment discount. Members whose dues are not paid by April 15 forfeit their Club membership and Bond.
- b. Fees are charged to Members reserving Pool Facility areas (Section 5.4) and/or the Clubhouse (Section 6.2).
- c. Guest fees are charged to Members extending Club privileges to their guests (Section 4.4).
- d. Bonds which are revoked for non-payment of dues and then are reinstated are subjected to a \$25 reinstatement fee.
- e. The Board reserves the right to charge fees for various Club social functions.

SECTION 4-MEMBER PRIVILEGES

4.1 Responsibilities

- a. Members are responsible for maintaining current Bond information, paying dues and fees on time, and conforming to Bylaws and Rules.
- b. Members are responsible for their actions, as well as those of their children and guests while on Club property.
- c. Members are responsible for all personal property brought onto Club grounds.

4.2 Voting

Members may vote in Board elections or on various Club initiatives as required by Club Bylaws. Members may also voice their concerns, suggestions, opinions, and comments to Club Officers or Chairpersons for consideration.

4.3 Use of Grounds and Facility

Members may enjoy admission and use of all Club Grounds, Facilities, and equipment per the guidance provided within the Club's Bylaws and Rules.

4.4 Guests

- a. There is no charge for guests two years of age and under. Members may sponsor up to (6) guests per Bond per day (children two and under are not included in this count). Guest categories, Fees, and Special Restrictions are provided in the table at the top right of page 3. More than 6 guests per day requires prior approval from the pool chairperson due to the potential need for more lifeguards to be staffed that day.
- b. Five (5) daily guest passes are credited to each Bond at the beginning of each season. Please note, these are complimentary passes and expire at the end of the season. Additional daily guest passes may be purchased by check at the gate (no cash). Guest passes are available for \$5 each or by discounted ticket(s) in books of 10 for \$25 (see table at top right). Any unused purchased guest passes carry over to the next season. Members may use unused pre-paid tickets during following season(s). Senior citizens (65 and older) may pre-purchase guest passes for \$2 per guest on weekdays or weekends. Mail your check to the Club's post office box and allow 7 days for crediting.
- c. Season guest passes for day care providers and/or houseguests are issued exclusively by the Club Secretary upon sponsor Member request. Requests must include 1) a completed Season Guest Pass Request and 2) payment by check. Requests become effective when the sponsor Members receives their initial request form back containing the Club Secretary's signature and the guests present themselves at the main gate for ID issuance. Request forms may be downloaded from the Club's website, obtained from the Club Secretary or the Pool Office. Please allow a week processing time. Note: these passes are not memberships, nor can pass holders extend guest privileges to other individuals. Members are accountable for compliance with this rule and risk loss of their Club privileges for abuse.

Guest Pass Type	Fee
DAILY WEEKDAY	\$3/guest OR one (1) ticket/guest
DAILY WEEKEND	\$5/guest OR two (2) ticket/guest
SENIOR GUEST ANY DAY	\$2/guest
<i>Special Restrictions:</i> Senior guest rate is available to members aged 65 and older to pre-purchase discounted guest passes. Daily guests must be accompanied by Member adult or guardian who must remain for the duration of the guest's visit. Fees or tickets are collected at the gate for each guest unless prepaid tickets were already purchased. Daily guests cannot extend guest privileges to other individuals.	
SEASON - Day Care Provider	\$ 80/person
<i>Special Restrictions:</i> Day care pass holders are not admitted without accompanying a Member's child for whom they are employed to care for. Day care pass holders cannot extend guest privileges to other individuals.	
SEASON - House Guest	\$ 150/person
<i>Special Restrictions:</i> Houseguest pass holders must accompany the member upon their first visit, but are admitted without the member thereafter. Houseguest pass holders cannot extend guest privileges to other individuals.	

SECTION 5-POOL USE

5.1 Anne Arundel County Health Requirements

- a. All persons must take a cleansing shower before entering pools.
- b. Persons with contagious illnesses, skin conditions, bandages, or inflamed eye(s) are not permitted in the swimming pools. Persons with medical conditions that could jeopardize their safety are required to notify the lifeguards prior to entering the water.
- c. Gum/tobacco chewing, expectorating, spitting, or nose blowing is not permitted while in pool areas.
- d. Bathing suits must be worn in the pools; shorts, jeans, and other forms of street clothes are not permitted. Street shoes shall not be worn within four feet of the pools.
- e. Children who are not toilet trained are not permitted in either the Main Pool or the Mushroom pool. Children not toilet trained may use the Baby Pools provided they wear either 1) tight-fitting plastic or rubber pants over clean, form-fitting underwear or 2) new, brightly colored, disposable "swim diapers". A bathing suit over rubber pants is recommended for extra protection. Cloth diapers are not allowed.

5.2 Safety Requirements

- a. Other than authorized personnel, no one is allowed in the Pool Facility enclosure unless a Lifeguard is on duty.
- b. No glass or breakable containers are permitted within pool enclosures.
- c. No alcohol is permitted within the Pool Facility enclosure or Club grounds
- d. Entry into Pool Facility is permitted at Lifeguard discretion. Running, pushing, wrestling, and boisterous behavior are prohibited.
- e. Noise interfering with Lifeguard direction, or disturbing other Members, is not permitted within the pool enclosure. Profanity, shouting, loud singing, loud radios, etc., are not permitted.

Shipley's Choice Swim and Tennis Club Rules – 2018

- f. Lifeguards have the sole authority to permit, limit or prohibit tag and other water games, tubes, floats, balls, diving masks, water guns and/or boogie boards depending on the circumstances.
- g. Swimmers must exit the water during episodes of thunder or lightening and remain clear of the pools until 30 minutes after thunder or lightening have subsided.
- h. Diving into less than six (6) feet of water is prohibited. Diving from the edge of the swimming pools is limited to swim team practice and swim meets at the discretion of the swim team coach or manager; within the diving well; and at Lifeguard discretion. Diving boards and slides are limited to one person at a time with no excessive bouncing. Swimmers are required to exit pool areas below and in front of diving boards following a dive. Only one person may be on any ladder at one time.
- i. Children unaccompanied by an Adult or Guardian may be, at Lifeguard's discretion, required to demonstrate swimming proficiency prior to entering the main pool, deep end, or diving area. An Adult or Guardian must accompany children using swim aids.
- j. Baby pools are restricted to children five (5) years old and under in the constant care and direct supervision of an Adult or Guardian.
- k. No skateboards, scooters or roller blades are permitted on Club grounds.
- l. Animals are not permitted within any fenced Club Facility. Owners are responsible for cleaning up after their pet.
- m. Smoking of tobacco and non-tobacco products (including vaping/juling) is prohibited everywhere on Club property including inside the Clubhouse and the parking lot.
- n. Eating is prohibited within four feet of the perimeter of the pools. Containers are provided for both trash and recycling disposal throughout the Club.
- o. The Club shall not be responsible for any loss of personal property.

5.3 Adult Privileges

- a. An Adult-only swim period is scheduled 15 minutes each hour, beginning one (1) hour after the pool opens. Private swim lessons and children are not permitted in the Main Pool or Mushroom Pool during this time.
- b. Children must surrender pool chairs to Adult Members when no other chairs are available, and if requested.

5.4 Pavilions Rentals

- a. Members may reserve designated pool areas near picnic tables for private parties.
- b. Members may request a reservation through the Pavilion Coordinator, complete a Pavilion Reservation Request & Contract, and submit the \$50 check for the Pavilion Rental Fee, which includes 10 guests. Additional guest fees must be paid by check at the appropriate weekend/weekday rate, if applicable. Request forms may be downloaded from the Club's website, or obtained from the Pavilion Coordinator or Pool Facility Office. Email: pavillionrental@shipleyspool.com

- c. Reservations are not final until the submitting Member receives a copy of their original Reservation Contract containing their signature and the Pavilion Rental Coordinator's signature.
- d. Members are responsible for complying with the Club's general requirements as described in Section 2.3 of the Rules, requirements provided within the Rental Contract, and requirements as presented below.
 - i. The event must be contained to the inside of the reserved area of the Pool Facility and not disturb other Members' enjoyment of the facility.
 - ii. All supplies and refreshments are to be provided by the reserving Member or group.
 - iii. Pool rentals may be held daily but must conclude prior to 4pm on Fridays and Saturdays.
 - iv. The reserving Member is responsible for the actions of non-Member party participants, clean up, and damage to Club property. The Member may contract with an outside professional cleaning service with approval from the Pavilion Rental Coordinator.

SECTION 6-CLUBHOUSE USE

- 6.1** The Clubhouse is available by reservation to Members for non-profit (meetings, social events, receptions, bridal/baby showers, anniversaries, birthdays, reunions, etc.) and profit (aerobics, Mary Kay, etc.) use.
- 6.2** Members may request a reservation by contacting the Clubhouse Chairperson via the Club's email (preferred) or voice mail. The Chairperson will need the following information: member's name, phone number, type of use (non-profit/profit), how many people will attend (fire regulations specify number), and the date of the event.
- 6.3** Once availability and date are confirmed by the Clubhouse Chairperson, the reserving party will be sent a Clubhouse Reservation Request & Contract. The completed Clubhouse Reservation Request & Contract must be signed and returned to the Clubhouse Chairperson for approval along with appropriate payments. Clubhouse fees are as described in the below table. Two separate checks are required for the appropriate 1) Damage deposit, and 2) Rental fee.

<u>ALL RENTALS - REFUNDABLE DAMAGE DEPOSIT \$ 200.00</u>		
<u>DAYS OF THE WEEK</u>	<u>HOURS</u>	<u>RATES</u>
Monday – Thursday	9:00 AM – 11:00 PM	\$25.00/hour
Friday	9:00 AM – 4:00 PM	\$25.00/hour
Saturday & Sunday	9:00 AM – 4:00 PM	\$125.00
Friday – Sunday	5:00 PM – Midnight	\$175.00
<u>Note: For certain holidays the Saturday rates may apply</u>		

- 6.4** Reservations are not final until the Clubhouse Chairperson receives a signed Reservation Contract from the submitting Member along with all applicable fees.
 - a. Members are responsible for complying with the Club's general requirements as described in Section 2.3 of the Rules,

Shipley's Choice Swim and Tennis Club Rules – 2018

- requirements provided within the Rental Contract, and requirements as presented below.
- b. The event must be contained to the inside of the Clubhouse, not disturb neighboring properties, and end by Midnight Fridays, Saturdays, and days preceding holidays, or by 11:00 PM on weekdays (Sunday -Thursday).
- c. All supplies and refreshments are to be provided by the reserving Member or group. No other Clubhouse supplies may be used.
- d. Clubhouse rental does not include pool access for guests. Pavilion rental and pool access must be reserved through Pavilion Rental Coordinator at pavilionrental@shipleyspool.com.
- e. Smoking of tobacco and non-tobacco products (including vaping) is prohibited everywhere on Club property including inside the Clubhouse and the parking lot.
- f. The reserving party is responsible for the behavior of the attendees. The sponsoring Member is responsible for non-Member actions.
- g. The Clubhouse Chairperson will shred damage deposits, less any required cleaning and/or damage repair costs, following inspection. Cleaning and/or damage repair costs exceeding damage deposits will be billed to the Member signing the Reservation Contract and, if necessary, deducted from the Member's Bond deposit, thereby voiding the Bond. The Member may contract with an outside professional cleaning service with approval from the Clubhouse Chairperson.
- h. All community organizations will pay a fee for use of the Clubhouse. At the discretion of the Board, one rental fee may be waived annually for each community organization.
- i. Hourly fees will be charged on weekends and holidays when a renter enters the Clubhouse prior to the standard rental period or remains later than the standard rental period.

6.5 Cancellation Policy

Completed reservations may be cancelled without penalty up to 14 days prior to the scheduled event. Between 7 and 13 days prior to the event, a penalty equal to 50% of the rental fees will be applied. Less than 7 days prior to a rental, the entire fee will be collected.

SECTION 7 -TENNIS COURT USE

7.1 Court Scheduling

- a. The Tennis Courts are open from 7:00 AM - 11:00 PM, and lighted after 7:00 PM.
- b. Tennis play is on a first-come, first-serve basis. The Tennis Facility Chairperson may reserve the courts for league play, team play, inter-club matches, tournaments, special activities, and lessons.
- c. Walk on users are required to yield courts to league play, team play, inter-club matches, tournaments, special activities, and lessons.

7.2 Court Requirements

- a. Courts are to be used exclusively for tennis. Because of the damage they cause, bicycles, roller blades, skates, spiked/cleated shoes, scooters, or wheeled vehicles are strictly prohibited.

- b. Members and their guests are limited to one (1) hour of play for singles and 1-1/2 hours of play for doubles whenever the courts are full.
- c. Adults have preference over children on Saturdays, Sundays, holidays, and after 3:00 PM on all other days; children must relinquish the court when requested at these times.
- d. Unruly actions on or near the courts, as judged by the Tennis Facility Chairperson, shall be cause for loss of Member privilege and/or dismissal from the Club premises.
- e. No alcohol is permitted within the Tennis Courts or Club Grounds.
- f. Members, their guests, and spectators shall keep the courts and surrounding areas free of trash and other debris by using receptacles provided in the area. Trash removal is provided only from Memorial Day to Labor Day. Individuals using the courts at other times should make provisions to remove any trash collected.
- g. Smoking of tobacco and non-tobacco products (including vaping) is prohibited everywhere on Club property including inside the Clubhouse and the parking lot.
- h. Members shall observe the standard rules of etiquette of tennis.
- i. Players shall extinguish court lights and lock entrance gate after play completes.
- j. Members using the backboard should relinquish the court to two or more tennis players wishing to use the court with the backboard.
- k. All persons using the courts must wear appropriate tennis attire and shoes. No cutoffs, spiked shoes, or jeans are permitted.
- l. A Member must accompany all guests.

NEED MORE INFORMATION?

Membership/bond questions?

Bond or dues questions?

Guest passes?

Address change? New family member?

secretary@shipleyspool.com

Question about swim lessons?

Feedback about the guards?

poolchr@shipleyspool.com

Tennis information and court keys?

tennischr@shipleyspool.com

Pavilion rental?

pavilionrental@shipleyspool.com

Clubhouse rental information?

clubhousechr@shipleyspool.com

Want to volunteer to help with a social event?

social@shipleyspool.com